

Certification

2-01 COURT REPORTING AND RECORDING BOARD OF REVIEW

A. Authority and Responsibility

1. Supervision of Certification Process

The Court Reporting and Recording Board of Review fulfills two basic roles delegated to it by the Supreme Court. First, the Board supervises and oversees the certification process. This includes setting policy regarding the examination process, providing policy direction to the State Court Administrative Office staff assigned to the Board, and deciding examination appeals and requests for extension of temporary certification. [MCR 8.108(G)]

2. Certification of Reporter or Recorder

The second major role assigned to the Board by the court is found in MCR 8.108(G)(6)(c). That rule delegates to the Board the responsibility to:

".... review the certification of a reporter or recorder and [to] impose sanctions, including revoking the certification, for good cause after a hearing before the board."

The chairperson of the board shall preside at the hearing or, in the event that the chairperson cannot preside, the chairperson may designate a member of the board.

3. Discipline of Reporter or Recorder

Although the Board has had very few formal disciplinary hearings, the volume of complaints by litigants and attorneys against reporters and recorders has increased. Many complaints involve failure to meet the time limits for filing transcripts in appeals established by MCR 7.210 et seq. Frequently, in those cases, the reporter or recorder has not sought an extension of time for filing the transcript as permitted by the court rules. [MCR 7.210(B)(3)(b)]

Other complaints concern disputes over the fees charged for transcripts. Many of these would be eliminated if reporters and recorders routinely obtained a written agreement from a party ordering a transcript which established an agreed price and a deadline for production.

4. Enforcing Statutory Regulation of Freelance Court Reporter/Recorder and Court Reporting/Recording Firms

All court reporting firms and court reporters, recorders, and stenomask reporters, including out-of-state court reporting firms and court reporters, recorders, and stenomask reporters, shall register with the state court administrative office by completing an application in a form adopted by the state court administrative office. [MCL 600.1492(2)]

If a court reporting firm or a court reporter, recorder, or stenomask reporter fails to comply with this subsection, the state court administrative office may assess a reasonable administrative fine that is prescribed by rule of the supreme court, that does not exceed \$500.00, and that is payable to the state general fund. [MCL 600.1492(2)]

The state court administrative office is responsible for enforcing sections 1490, 1491, and 1492 through the court recording and reporting board of review or by other administrative means. [MCL 600.1493(1)]

Any violation of section 1490, 1491, or 1492 shall be cause for refusal of the state court administrative office's board of review to issue renewal certificates to certified court reporters, court recorders, or stenomask reporters. Any willful violation of section 1490, 1491, or 1492 shall be grounds for discipline or censure, or suspension or revocation of certification as a Michigan certified court reporter, court recorder, stenomask reporter, or court reporting firm. [MCL 600.1493(2)]

B. Organization

MCR 8.108(G)(2) outlines the organization of the Court Reporting and Recording Board of Review.

1. The Supreme Court shall appoint a Court Reporting and Recording Board of Review, composed of
 - a. a Court of Appeals judge, to be chairperson;
 - b. a circuit or recorder's judge;
 - c. a probate judge;
 - d. a district judge;
 - e. a court reporter who is an employee of a Michigan court;

- f. a court recorder who is an employee of a Michigan court;
 - g. a court reporter who is not an employee of a Michigan court;
 - h. a court recorder who is not an employee of a Michigan court; and,
 - i. an attorney.
- 2. Appointments to the board shall be for terms of 4 years. A board member may be reappointed to a new term. The Supreme Court may remove a member at any time.
 - 3. If a position on the board becomes vacant because of death, resignation, or removal, or because a member is no longer employed in the capacity in which he or she was appointed, the board shall notify the Supreme Court Clerk and the Court shall appoint a successor to serve the remainder of the term.
 - 4. The state court administrator shall assign a staff person to serve as board secretary.

To obtain a list of current Board members, please contact the Board Secretary at the State Court Administrative Office, P.O. Box 30048, Lansing, MI 48909, (517) 373-3727.

2-02 RULES

Certification is regulated by Michigan Court Rule 8.108(G).

A. Certification Requirement

1. Only reporters or recorders certified pursuant to this subrule may record or prepare transcripts of proceedings held in Michigan courts or of depositions taken in Michigan pursuant to these rules. This rule applies to the preparation of transcripts of videotaped courtroom proceedings or videotaped or audiotaped depositions, but not to the recording of such proceedings or depositions by means of videotaping. A recorder holding a CEO certification under subrule (G)(7)(b) may record proceedings but may not prepare transcripts.
2. Proceedings held pursuant to MCR 6.102 or 6.104 need not be recorded by persons certified under this rule; however, transcripts of such proceedings must be prepared by court reporters or recorders certified pursuant to this rule.

[MCR 8.108(G)(1)(b)]

B. Certification by Testing

1. At least twice each year the board shall administer an examination testing knowledge and speed, and, as to a recorder, familiarity with basic logging techniques and transcript production. The board shall determine the passing score.
2. In order to be eligible for registration for an examination, an applicant must
 - a. be at least 18 years of age,
 - b. be a high school graduate, and
 - c. not have been under sentence for a felony for a period of two years.

In addition, an applicant for the certified shorthand reporter examination must have satisfactorily completed an approved, accredited, or recognized course of study in court reporting.

3. The registration fee is \$60.

[MCR 8.108(G)(3)]

C. Reciprocal Certification

A reporter or recorder certified in another state may apply to the board for certification based on the certification already obtained. [MCR 8.108(G)(4)]

D. Temporary Certification

A new reporter or recorder may receive one temporary certification to enable him or her to work until the results of the next test are released. If the person does not take the test, the temporary certification may not be extended unless good cause is shown. If the person takes the test and fails, the board may extend the temporary certification. [MCR 8.108(G)(5)]

E. Renewal, Review, and Revocation of Certification

1. Certifications under this rule must be renewed annually. The fee for renewal is \$30. Renewal applications must be filed by August 1. A renewal application filed after that date must be accompanied by an additional late fee of \$30. The board may require certified reporters and recorders to submit, as a condition of renewal, such information as the board reasonably deems necessary to determine that the reporter or recorder has used his or her reporting or recording skills during the preceding year.
2. The board must review the certification of a reporter or recorder who has not used his or her skills in the preceding year, and shall determine whether the certification of such a reporter or recorder may be renewed without the necessity of a certification test.
3. The board may review the certification of a reporter or recorder and may impose sanctions, including revoking the certification, for good cause after a hearing before the board.
4. If, after a reporter's or recorder's certification is revoked or voided by the Board and a reporter or recorder applies to take the certification examination and passes, the Board may issue a conditional certification for a prescribed period of time invoking restrictions or conditions which must be met for continued certification. At the end of the conditional period, an unconditional certification may be issued.

[MCR 8.108(G)(6)]

F. Designations

The board shall assign an identification number to each person certified. A court reporter or recorder must place the identification number assigned on his or her communications with the courts, including certificates, motions, affidavits, and transcripts. The board will use the following certification designations:

1. certified electronic recorder (CER);
2. certified electronic operator (CEO);
3. certified shorthand reporter (CSR);
4. certified stenomask reporter (CSMR).

The designations are to be used only by reporters or recorders certified by the Board. A reporter or recorder may be given more than one designation by passing different tests.

[MCR 8.108(G)(7)]

G. Annual Schedule for Certification Examination and Renewal

1. Review of Examination

Deadline for reviewing October test - March 1
Deadline for reviewing April test - September 1

2. Registration for Certification Examination

Deadline for April examination - March 1
Deadline for October examination - September 1

3. Certification Examination Dates

CER/CEO Certification Examination - April and October
CSR/CSMR Certification Examination - April and October

4. Certification Renewal

Deadline for certification renewal - August 1; applications received after August 31 are reviewed by the Board to determine if the applicant must sit for examination. Any renewal application received after August 1 must be accompanied by an additional late fee of \$30.

5. Challenging Examination

Deadline for challenging any portion of April examination - August 1
Deadline for challenging any portion of October examination - February 1

2-03 BOARD OF REVIEW POLICIES

A. Uncertified Reporter or Recorder Attempting to File Transcripts

(Adopted 6/24/80, Revised 7/83) [MCR 8.108(G)(1) and (3)]

Any uncertified person who files, attempts to file, or has anyone file a transcript on their behalf will automatically be precluded from taking the certification examination or from being granted temporary certification for a period of two (2) years from the date of the filing or attempted filing unless the Board determines that there is good cause for waiving any part or all of the two-year waiting period. This policy does not apply to previously certified reporters or recorders required to file a transcript of a proceeding reported or recorded while their certification was in effect.

B. Requirements for Registering for the Certification Examination

(Adopted 7/09/80, Revised 3/25/94, Revised 6/13/97) [MCR 8.108(G)(3)]

1. All persons registering for the court reporting or recording exam must:
 - a. be at least 18 years of age;
 - b. be a high school graduate;
 - c. not have been under sentence for a felony for a period of two years.
2. In addition, CSR applicants must have satisfactorily completed an approved, accredited, or recognized course of study in court reporting.
3. Effective immediately, certification examination applications received after the deadline of March 1 or September 1 will be returned to the applicants. Late applications will not be accepted. Further, applicants who arrive late at the examination site will not be allowed to interrupt the examination schedule of other applicants in order for them to take to the examination.

C. Certification of a Convicted Felon

(Adopted 1/30/80)

Certification as a court reporter or recorder under MCR 8.108 will not generally be granted to an individual who has been convicted of a felony, except as follows: an individual who has not been under sentence for a felony for a period of two years may make application to the Board.

D. Annual Certification Renewal

(Adopted 1/30/80, Revised 7/83, Revised 6/90, Revised 6/13/97) [MCR 8.108(G)(6)]

1. Certificates of court reporters and recorders shall be renewed each year.
2. Prior to July 1 of each year, the State Court Administrative Office (SCAO) will mail a notice of recertification to all currently certified court reporters and recorders. All certificates are valid through August 31 of each year.
3. An employment report must be filed by August 1 on a form approved by the Court Reporting and Recording Board of Review with the SCAO by all court reporters and recorders. Under MCR 8.108(G)(6) the fee for renewal is \$30. Applications for renewal received after August 31 must be presented to the Board of Review for action. Thus, any individual who does not file an employment report or affidavit by August 31 may be required to take the certification test before a valid certificate is reissued to him/her.
4. If an employment report or affidavit cannot be filed for the previous year, an individual holding a valid certificate may apply to the Board of Review for a determination of whether the certificate should be renewed without the necessity of taking the certification test. Any renewal application received after August 1 must be accompanied by an additional late fee of \$30.

E. Certification Reciprocity

(Adopted 1/30/80) [MCR 8.108(G)(4)]

Court reporters and court recorders certified to practice their profession in other states having a reciprocal certification agreement with Michigan may be certified by the Michigan Court Reporting and Recording Board of Review. Issuance of reciprocal certification is also subject to determination by the Board that the applicant's out-of-state certification is valid.

F. Temporary Certification

(Adopted 7/09/80, Revised 1/26/88, Revised 12/01/89, Revised 3/25/94, Revised 12/13/96, Revised 6/13/97, Revised 9/10/99) [MCR 8.108(G)(5)]

Temporary certification may be requested for an employee of a court or for an employee of a private reporting/recording firm if all of the following conditions are met:

1. For a Court Employee

- a. The individual is or will be employed as a reporter/recorder by the requesting court;

- b. The employee is registered to take the next scheduled certification examination;
- c. The judge avers that the applicant has the requisite skills and experience to fulfill the duties of official recorder and that the applicant will receive instruction from a certified electronic recorder.

2. For an Employee of a Private Court Reporting/Recording Firm

- a. The individual is or will be employed as a reporter/recorder by the requesting reporting/recording firm;
- b. The employee is registered to take the next scheduled certification examination;
- c. The owner of the firm or at least one member of the firm requesting the temporary certification is currently certified as a reporter/recorder in Michigan.

3. Expiration of Temporary Certification; Limitations

Temporary certification of an individual is only valid in conjunction with work performed for the requesting court or reporting/recording firm. Termination of the individual's employment with the requesting party immediately invalidates temporary certification. If a temporarily certified applicant does not appear for the scheduled examination, temporary certification is automatically rescinded.

ALL TEMPORARY CERTIFICATIONS EXPIRE ON JUNE 30 (April exam) OR DECEMBER 31 (October exam) REGARDLESS OF WHEN ISSUED. Any use of a temporary certification identification number after the expiration date is unauthorized and fraudulent and is expressly forbidden. The only exception is for the preparation of transcripts that were reported during the temporary certification period.

Board staff is authorized to automatically approve two temporary certifications if received within an 18 month period. A third temporary certification may be issued by the Board when requested by an employer and IF THE APPLICANT HAS PASSED ONE PORTION OF THE CERTIFICATION EXAMINATION (either written or skills) AND HAS SHOWN SUBSTANTIAL OVERALL IMPROVEMENT IN TEST SCORES. Court reporters (CSRs) requesting a third temporary certification must provide authentic documentation of being enrolled in a speed building course from the issuance of a temporary card and continue in the speed building course until such time as the applicant has taken the next available examination. There are no provisions for additional temporary certification cards.

4. Denial of Temporary Certification

If the Board of Review at any time denies temporary certification, the individual will no longer be certified to record and/or file transcripts of proceedings held in Michigan courts until they successfully complete the certification examination requirements.

5. Fees

All registration fees for temporarily certified applicants are nonrefundable, nontransferrable, and nonapplicable to any examination other than the next scheduled examination the applicant has registered to take.

6. Responsibilities of the Requesting Judge or Reporting/Recording Firm

- a. It is the responsibility of the judge or reporting/recording firm to make a written request for the temporary certification of any individual in its employ.
- b. The examination registration form and registration fee for the individual should accompany the request unless it was previously submitted and/or is on file.
- c. If the temporarily certified individual leaves employment before becoming regularly certified, the employer should retrieve the identification card and return it to the Board.
- d. The employer is responsible for any work assigned while the individual is temporarily certified. If for any reason the applicant does not fulfill a transcription request, the employer shall be responsible for producing the transcript.

G. Procedures for Review of Certification

(Adopted 1/30/80, Revised 12/89, 6/91, 6/96) [MCR 8.108(G)(6)]

1. Complaint

- a. Any person may seek the revocation of certification of a reporter or recorder by addressing the Board in writing with details of specific misconduct.
- b. The Board secretary shall make a preliminary inquiry and direct the results to the chairperson for presentment on the Board's next agenda.
- c. If the Board determines that a formal complaint for hearing shall be made, notice shall be issued to the respondent.

2. Notice

- a. A respondent shall be given written notice of formal complaint for review of certification.
- b. Notice shall include:
 - 1) Date, hour, place, and nature of hearing;
 - 2) Citation of statute, court rule, or published regulation of the Board alleged to have been violated;
 - 3) A brief statement of the facts asserted.
- c. Notice shall be sent by first class mail. A certificate of mailing shall be prepared showing date of mailing.

3. Appearance at Hearing

- a. The respondent may be accompanied by counsel.
- b. If the respondent fails to appear after proper notice, the Board may proceed with the hearing and make its decision in the absence of the respondent.
- c. The respondent shall be given the opportunity to make a presentation in response to the complaint(s).

4. Hearings

- a. A quorum of the Board consisting of two-thirds of the members shall conduct the hearing on the complaint(s).
- b. The chairperson of the Board shall designate a Board member to preside at the hearing.
- c. Upon prior approval of the Board, the respondent and/or Board members may appear or participate through means of a conference telephone or other electronic communication equipment that permits all those appearing or participating to hear and speak to each other.
- d. The Board may, on its own initiative, direct that electronic communication equipment be used for a review of certification hearing.

- e. If a respondent, for good cause shown, needs to use electronic communication equipment, the respondent must make a written request at least 7 days before the hearing date. Respondent is responsible for any costs incurred for the use of the electronic communications equipment.

5. Decisions

- a. A decision will be made by a vote of a majority of the Board members present.
- b. Unless otherwise determined by the Board and notice given to all interested parties, the decision will be made and issued within 28 days, in writing, signed by the presiding officer, and shall include findings of fact, conclusions, and any sanctions imposed, including costs.
- c. The decision becomes effective 7 days after mailing. A certificate of mailing shall be prepared showing the date of mailing.
- d. A copy of the decision shall be mailed by first class mail to all interested parties.

H. Notice of Hearing

(Adopted [unknown], revised 6/21/96, revised 7/01/05)

The following language will appear on the notice of hearing:

Please take note that a hearing pursuant to MCR 8.018(G)(6) will be held before the Michigan Court Reporting Board of Review to determine if there is good cause to impose sanctions against you up to and including revocation of your certification.

The hearing will be held at the State Court Administrative Office, 925 West Ottawa – Hall of Justice, in the City of Lansing, County of Ingham, State of Michigan, on the ____ day of _____, commencing at ____ o'clock, local time.

The above-named party(ies) may be accompanied by counsel at the hearing.

Purpose of the hearing: To consider the following Complaint No(s). _____ which were previously mailed to your official address of record via first class mail.

Failure to appear may result in the imposition of sanctions up to and including revocation of your certification.

I. Designations

(Adopted 1/30/80) [MCR 8.108(G)(7)]

The Court Reporting and Recording Board of Review has developed the following official designations for all certified individuals reporting courtroom testimony, utilizing a variety of reporting methods. They are as follows:

<u>Acronym</u>	<u>Title</u>	<u>Method</u>
CSR	Certified Shorthand Reporter	Pen, Stenotype Machine
CSMR	Certified Stenomask Reporter	Stenomask
CER	Certified Electronic Recorder	Electronic Recording
CEO	Certified Electronic Operator	Electronic Recording

J. Cheating on Examinations

(Adopted 11/22/85, Revised 6/11/93)

1. Statement of Policy

The Court Reporting and Recording Board of Review administers a variety of certification examinations. If an examination candidate is suspected of cheating, action will be taken as determined by the authorities administering the examination. The Board will be informed as soon as possible of the action(s) taken at the examination site. Any test candidate determined to have been cheating by the authorities administering the examination will automatically fail both portions of the examination and will not be allowed to take another examination for one year, and, if determined to have been cheating at any future examination, the test candidate will be barred from taking any future examinations. A new designation of "disqualified" is adopted in addition to the "pass" and "fail" designations. The employer of a temporarily certified candidate who has been disqualified will be notified.

2. Purpose

The purpose is to provide direction to test administrators on preventing and handling suspected cheating at exam sites. It is the intent of this document to define cheating, to provide methods which would reduce the possibility of such, and to delineate the steps to be taken if such were suspected. This policy is needed to attain consistency in all testing situations.

3. Definition Of Terms

- a. Cheating: Any activity, behavior or procedure employed by certification candidates which would enable them to pass an examination by dishonest, fraudulent, or deceitful means. Examples of such would be, but are not limited to, obtaining answers from another person's answer sheet, using prepared notes during the examination, discussing the examination with others prior to completing the examination, referring to textbooks, or having someone else take the examination for the individual.
- b. Test Administration Supervisor: An individual staff member of the State Court Administrative Office, an authorized person appointed by the Board of Review, or an authorized Board member, shall serve as the principal on-site coordinator of the test administration.
- c. Monitor or Proctor: Individual selected by the SCAO or Board to assist in the supervision of the test administration. These persons may be departmental staff, outside individuals paid specifically for the job, professionals who have volunteered to assist, or Board members.
- d. Pre-Certification Examination: A written and practical exam which must be successfully completed prior to issuance of a certificate.

4. Policy Specifications

The following policies will be enforced during all examinations administered by the Board.

- a. All candidates must present a signed photo ID prior to admission; if none is shown, candidates will not be allowed to take the exam.
- b. No candidate will be admitted after the exam has begun.
- c. Any of the candidate's personal material (books, notes, briefcases) must be kept at a location specified by the Test Administration Supervisor and not brought to the candidate's seat. The only exception will be those exams which permit textbooks.
- d. No candidate will be allowed to take notes or make copies of the exam questions.
- e. Any candidate who is suspected of cheating may be removed from the examination by the Test Administration Supervisor.

5. Reasons for Suspicion

In order for a candidate to be suspected of cheating, it would be either because the Test Administration Supervisor or monitor witnessed something unusual, or because another candidate registered a complaint.

K. CEO Renewal Application

(Adopted 06/28/88, Revised 1/05/94, Revised 6/10/94)

Upon application for renewal, the applicant should provide the following information:

In a designated area on the renewal form, the chief judge or judge will aver by affixing his/her signature that the renewing applicant has utilized the CEO skills for a minimum of 10 hours (over the previous year) and the individual has the requisite skills to continue certification. In another designated area of the renewal form, the applicant will aver that the requisite skills have been maintained and s/he continues to comply with the applicable sections of the Manual for Court Reporters/Recorders.

L. Certified Electronic Operator (CEO) Designation

(Adopted 01/25/89)

The CEO designation is restricted to persons employed by the court.

M. Transcript Fees

(Adopted 9/90)

. . . Any freelance reporter/recorder acting as an official reporter/recorder working in the courtroom may only charge the statutory page rate for transcripts produced as a result of ordinary court work. This does not apply to a request for extraordinary, expedited, or daily copy. However, we have not precluded Michigan courts from negotiating contractual agreements with freelance reporters/recorders to cover expenses not contemplated by the per page statutory fee. (see also Section 4-01, page 4-01-03)

N. Validity of Skills or Written Knowledge Examination Scores for Partial Testing

(Adopted 3/12/93)

Examination passing scores for either the skills or written knowledge portion of certification examinations will be valid for a period of 18 months or three tests. If the candidate has not attempted to pass the remaining portion of the examination during that period, the applicant will be required to take the entire examination in order to become certified.

O. National Court Reporters Association Certification Examination
(Adopted 3/25/94)

Effectively immediately, the Michigan Court Reporting/Recording Board of review accepts the skills portion of the National Court Reporters Association RPR certification examination toward State of Michigan CSR certification. Upon receipt of documentation from the National Court Reporters Association that an applicant for Michigan certification has passed the RPR examination and is a member in good standing of that association with a request from an applicant for reciprocal recognition of that certification, the Board will waive the skills portion of the Michigan CSR. The applicant must pass the written knowledge portion of the CSR Michigan examination to become fully certified.

P. Skills Examination Grading Scale
(Adopted 3/25/94)

Effective for the October 1994 examination, the Michigan Court Reporting/Recording Board of Review adopted the skills examination grading scale proposed by the Michigan Electronic Reporters Association. That grading scale permits 75 errors with the following breakdown: no title page, deduct 15 points; no table of contents, deduct 3 points; no certificate page, deduct 8 points; deduct 1 point for each misspelled word, each wrong word, or each missing word. Additionally, points will be deducted for deviation from the prescribed format as found in the Michigan Manual for Court Reporters and Recorders.

Q. Penalties for Taking Depositions When Noncertified
(Adopted 6/13/97)

Possible penalties for a noncertified reporter taking depositions after January 1, 1998 include:

1. publishing of the reporter and firm name in the Lawyers Weekly and possibly the State Bar Journal as being in violation of MCR 8.108.
2. placing the certification of the firm owner in jeopardy for using uncertified reporters in contravention of MCR 8.108.
3. recommending to the bench that depositions prepared by uncertified reporters not be accepted for filing in court proceedings.
4. the reporter and/or firm owner repay the cost of the deposition taken by an uncertified reporter to the ordering party.
5. any other disciplinary action appropriate to the circumstances.

R. Adoption of Manual for Court Reporters and Recorders as Official Directive

(Adopted June 12, 1998)

Pursuant to the authority vested in the Michigan Court Reporting and Recording Board of Review by MCR 8.108, and in furtherance of its responsibility to provide criteria for the certification of court reporters practicing in the State of Michigan, we hereby reaffirm our adoption of the Michigan Court Reporter Manual as the official directives of the Board of Review for providing criteria for court reporters to be used in conjunction with any regulations imposed by statute or court rule.

S. Public Attendance at Board Meetings

(Adopted June 12, 1998)

The Michigan Court Reporting and Recording Board of Reviews notes Administrative Order 1997-11, effective February 2, 1998, wherein it appears that the Michigan Court Reporting and Recording Board of Review is a working group created by the Michigan Supreme Court to advise the State Court Administrative Office and the Michigan Supreme Court on matters significantly affecting the delivery of justice; and as such, the Board may be required to provide an opportunity for public attendance at one or more meetings.

Pursuant to Administrative Order 1997-11, the Board hereby designates a quarterly meeting of the Board of Review as a public meeting to provide an opportunity for public attendance. For 1998, the designated meeting is September 11, 1998.

T. Continuing Education

(Adopted June 12, 1998)

The Michigan Court Reporting and Recording Board of Review acknowledges the Michigan Association of Professional Court Reporters' request to mandate continuing education credits as a requirement for certification renewal.

The Board supports and encourages professional excellence within the profession of Court Reporting. However, the Board is not in a position to support, authorize or regulate a mandatory requirement of continuing education credits as a part of certification renewal, but leaves the task of organizing continuing education to the appropriate professional associations.